

# Super NOFA Application Portal





# How to Apply using the Super NOFA Application Portal

- Go to the HCD website at [www.hcd.ca.gov](http://www.hcd.ca.gov).
- Select the Multifamily Finance Super NOFA.
- Click on Apply if you are a first-time user.
- Click on Log in if you already have a username and password.





# Registration Screen

- After clicking on Apply from the Multifamily Finance Super NOFA, a Register screen will appear.
- Fill out all the required information and click on the Sign-Up button.
- You will receive a Verification/Confirmation email, if you don't readily see it in your inbox make sure to check your Spam folder, Junk folder, etc.
- Make sure to follow the instructions within the Verification/Confirmation email in order to move forward in the process.

The screenshot shows the registration page of the California Department of Housing and Community Development. The header includes the department's name and navigation links for "Requests", "Register", and "Log in". The main content area is divided into two sections. On the left, there is a blue box with the department's logo and text explaining the purpose of registration: "Register to participate in the HCD Services and Funding Programs to submit a customer service request, submit ADU documents, or apply for funding." It also states, "Once you have registered, an email will be sent to your email address to verify your account. If you do not receive the verification email, please check your Spam folder." On the right, there is a "Sign Up" form. It includes a note that an asterisk indicates required fields. The form has input fields for "Email Address (This will be your username)", "First Name", "Last Name", "Phone Number (Optional)", "Password", and "Confirm Password". Below these fields is a CAPTCHA section with a checkbox labeled "I'm not a robot" and a CAPTCHA image. At the bottom of the form, there is a checkbox for "I agree to the Privacy Policy and the Customer Service Terms and Conditions", a "Sign Up" button, and a link for "Already have an account? Log in".



# Log In Screen

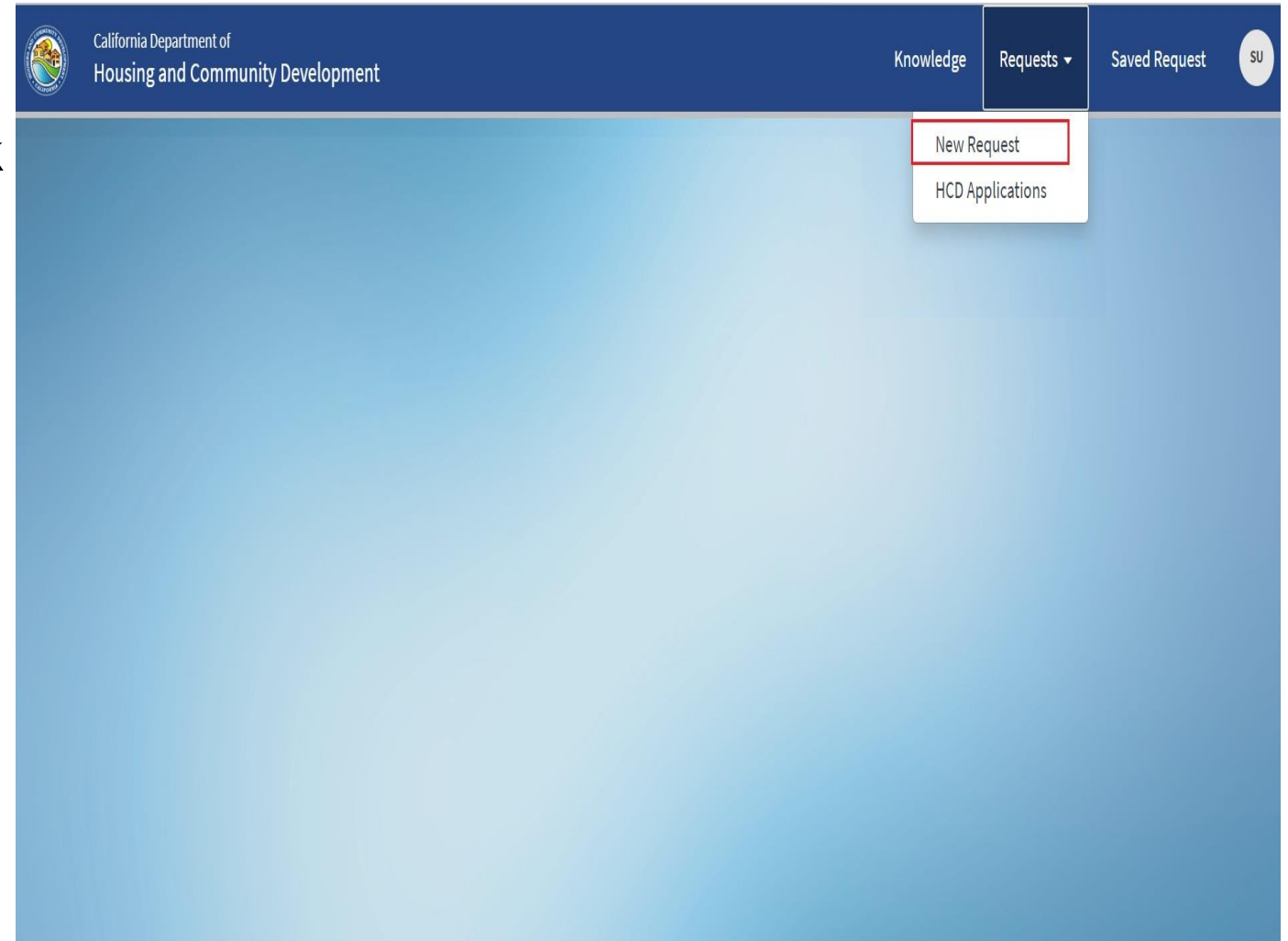
- After you register, clicking on Log In from the Multifamily Finance Super NOFA, a Log In screen will appear.
- Make sure to use the Email Address you used to register as your username, add your password and click on the Log in button.

A screenshot of the login screen for the HCD Services and Funding Applications Portal. The page has a dark blue header with the California Department of Housing and Community Development logo on the left and links for "Requests", "Register", and "Log in" on the right. The main content area is light blue. In the center, there is a white box containing the HCD logo, the title "HCD Services and Funding Applications Portal", and instructions: "Sign In to submit a customer service request, submit ADU documents, or apply for funding. If you do not have an account, use the 'Register' link on the menu to create an account." Below this text are two input fields for username and password, each with a small icon on the right. At the bottom of the white box, there is a link for "Forgot Password?" and a dark blue "Log in" button.



# Application Submittal

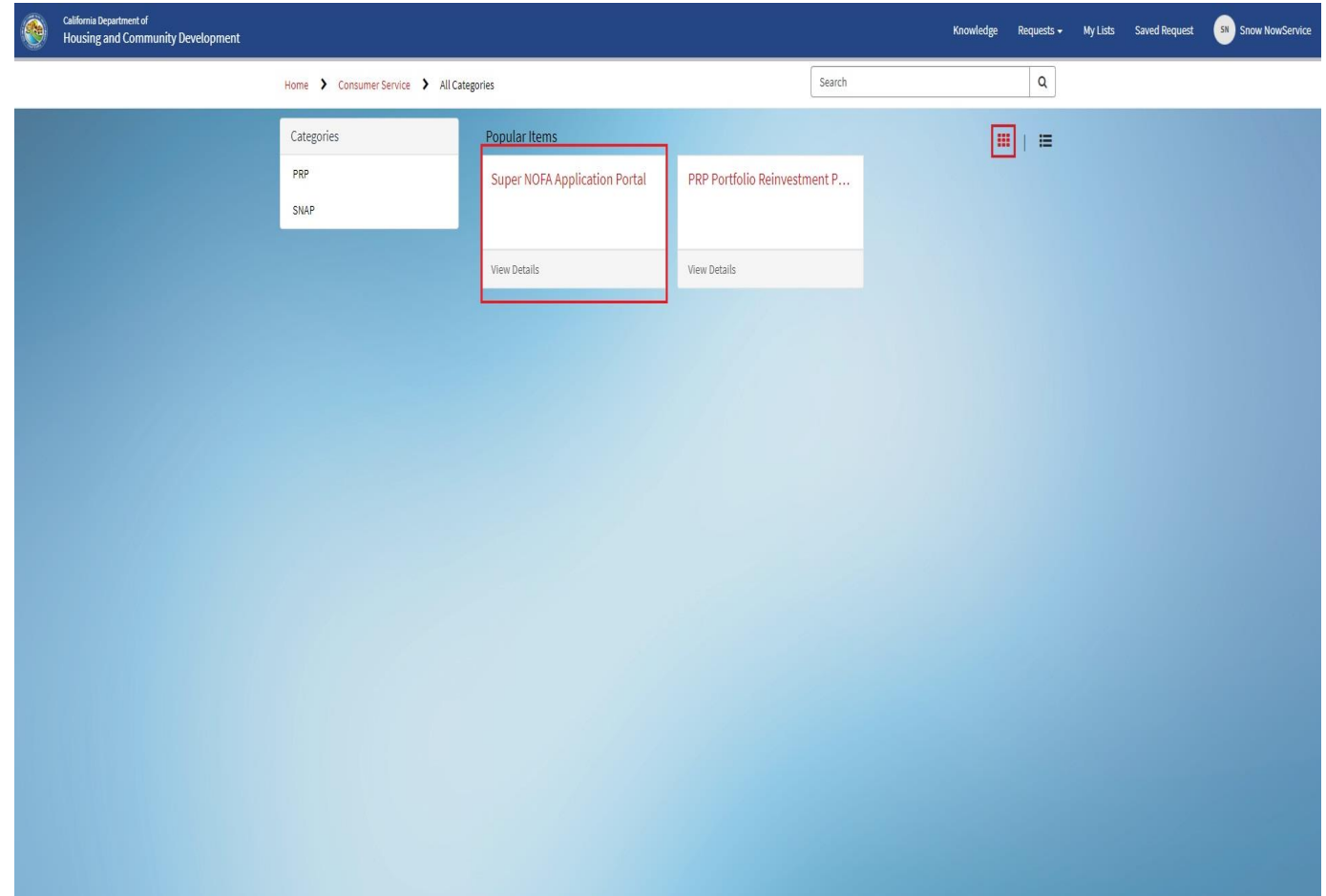
- Once you login you will be redirected to a blank screen, click on Requests and select the New Request value.





# Application Submittal

- After clicking on the Request Something value you will be redirected to this screen. Make sure to click on the Super NOFA Application Portal to start to the SNAP process.







# Super NOFA Application Portal Screen

- Once you click on Super NOFA Application Portal you will be redirected to the Super NOFA Application Portal (SNAP) screen.
- All fields that have a red asterisk are required.
- The red boxes to the right side will go away as you enter/select data in the required fields.

California Department of Housing and Community Development

Home > Consumer Service > SNAP > Super NOFA Application Portal

Search

\* Indicates required

### Super NOFA Application Portal

\* If you are an Emerging Developer or Tribal Entity, have you undertaken a pre-application consultation for the Multifamily Super NOFA?

--Select Please--

Please provide the name(s) of the HCD representative(s) who assisted you

--Select Please--

\* Multifamily Housing Program (MHP)?

--Select Please--

Program Details

\* Project Name

\* Contact Name

\* Contact Email

\* Project Description

\* Infill Infrastructure Grant (IIG) Program?

--Select Please--

\* Veterans Housing and Homelessness Prevention (VHHP) Program?

--Select Please--

\* Joe Serna, Jr. Farmworker Housing Grant (FWHG) Program?

--Select Please--

\* Project Street Address

\* Project City

\* Project Zip

\* Project County

Save & Continue

Required information

If you are an Emerging Developer or Tribal Entity, have you undertaken a pre-application consultation for the Multifamily Super NOFA?

Multifamily Housing Program (MHP)?

Infill Infrastructure Grant (IIG) Program?

Veterans Housing and Homelessness Prevention (VHHP) Program?

Joe Serna, Jr. Farmworker Housing Grant (FWHG) Program?

Project Name

Contact Name

Contact Email

Project Description

Project Street Address

Project City

Project Zip

Project County



# Super NOFA Application Portal Screen

- Once all boxes are gone you can save and continue, which will put your application in a draft state and will redirect you to the next screen.

California Department of Housing and Community Development

Knowledge Requests Saved Request su SNAP Use

Home > Consumer Service > SNAP > Super NOFA Application Portal

Search Q

### Super NOFA Application Portal

\* If you are an Emerging Developer or Tribal Entity, have you undertaken a pre-application consultation for the Multifamily Super NOFA?

Yes

\* Please provide the name(s) of the HCD representative(s) who assisted you

Snap User

\* Multifamily Housing Program (MHP)?

Yes

\* Infill Infrastructure Grant (IIG) Program?

No

\* Veterans Housing and Homelessness Prevention (VHHP) Program?

No

\* Joe Serna, Jr. Farmworker Housing Grant (FWHG) Program?

Yes

#### Program Details

\* Project Name

Project ABC

\* Project Street Address

2020 W El Camino, Sacramento CA 95833

\* Contact Name

Snap User

\* Project City

Sacramento

\* Contact Email

snapuser@hcd.ca.gov

\* Project Zip

95833

\* Project Description

Project Description

\* Project County

Sacramento

\* Project Description

Project Description

\* Project County

Sacramento

Save & Continue





# Submission Details/Attachments/ Activity Screen

- After clicking on the Save & Continue button you will be redirected to the Submission Details/Attachments/ Activity screen. The Project Name, Number, and Requested by will display.
- A Save button is provided so you can save at anytime without submitting the application.
- Cancel Application button allows you to cancel this application.
- Later we will see the Submit Application button, but only after the required sections are completed.

The screenshot displays the 'Super NOFA Application Portal' interface. At the top, a dark blue header bar contains the 'California Department of Housing and Community Development' logo and name on the left, and navigation links for 'Knowledge', 'Requests', 'Saved Request', and a user profile 'SU SNAP User' on the right. Below the header, the main content area is titled 'Super NOFA Application Portal'. It features a summary section with three fields: 'Project Name' (Project ABC), 'Number' (SNAP0000197), and 'Requested By' (SNAP User). To the right of these fields are two buttons: 'Save' and 'Cancel Application', with the latter highlighted by a red rectangular box. Below this summary, there are three tabs: 'Submission Details', 'Attachments' (which is currently selected), and 'Activity'. Under the 'Attachments' tab, there is a search bar and a grid of six document upload boxes. Each box has a title, a document icon, and a 'Drop files here' prompt. The titles are: 'Main Application and Checklist' (with a red star icon), 'Project Overview', 'Sponsor/Applicant 1 Organizational Documents', 'Sponsor/Applicant 2 Organizational Documents', 'Sponsor/Applicant 3 Organizational Documents', and 'Joint Venture 1 Organizational Documents'.



# Requests – HCD Applications

- To view the Draft Application, click on the Requests section and select the HCD Applications value.

The screenshot shows the "Super NOFA Application Portal" interface. At the top is a dark blue header with the "California Department of Housing and Community Development" logo and name on the left, and navigation links for "Knowledge", "Requests" (which is active), "Saved Request", and a user profile "SU SNAP User" on the right. Below the header, a dropdown menu for "Requests" is open, showing "New Request" and "HCD Applications" (which is highlighted with a red box). The main content area is titled "Super NOFA Application Portal" and contains a form with fields for "Project Name" (Project ABC), "Number" (SNAP0000197), and "Requested By" (SNAP User). There are "Save" and "Cancel Application" buttons. Below the form are three tabs: "Submission Details", "Attachments" (which is selected), and "Activity". Under the "Attachments" tab, there is a search bar and six file upload boxes. The first box is "Main Application and Checklist" with a red star icon. The other five boxes are for organizational documents: "Project Overview", "Sponsor/Applicant 1", "Sponsor/Applicant 2", "Sponsor/Applicant 3", and "Joint Venture 1". Each box has a "Drop files here" prompt and a paperclip icon.



# HCD Applications Screen

- After clicking on the HCD Applications value, you will be able to view your application which displays the Number, Project name, Opened by, Status and Updated.
- You can always go back to your application to continue by clicking on the Number.
- Please note you can have more than one application at a time.

The screenshot shows the user interface of the HCD Applications screen. At the top, there is a dark blue header bar with the California Department of Housing and Community Development logo on the left, the text "California Department of Housing and Community Development" in the center, and navigation links "Knowledge", "Requests", "Saved Request", and a user profile icon labeled "SU SNAP User" on the right. Below the header, there is a breadcrumb trail "Home > HCD Requests" and a search bar with the text "Search" and a magnifying glass icon. The main content area has a light blue background. It features a "Cases" section with a "Keyword Search" bar and a magnifying glass icon. Below this, there is a filter text: "All > Task type in (Super NOFA Application Portal, Portfolio Reinvestment Program) > Status in (New, Cancelled, Open) > Opened by = SNAP User". A table with five columns is displayed: "Number", "Project name", "Opened by", "Status", and "Updated". The first row of the table has the following values: "SNAP0000197" (highlighted with a red box), "Project ABC", "SNAP User", "Draft", and "2022-05-13 10:31:53".

Number	Project name	Opened by	Status	Updated
SNAP0000197	Project ABC	SNAP User	Draft	2022-05-13 10:31:53




# Submission Details Section

- After clicking on the Number from the HCD Applications screen, you will be redirected back to your application where you are able to update your Submission Details information by clicking on this section.
- Making an update and clicking on the Save button at the bottom of the screen will save your information.

A screenshot of the "Super NOFA Application Portal" web interface. The top navigation bar includes the California Department of Housing and Community Development logo and links for Knowledge, Requests, Saved Request, and a user profile icon labeled "SNAP User". The main content area is titled "Super NOFA Application Portal" and displays application details: Project Name (Project ABC), Number (SNAP0000197), and Requested By (SNAP User). Below this, there are three tabs: "Submission Details" (highlighted with a red box), "Attachments", and "Activity". The "Submission Details" tab shows a form with various fields and dropdown menus. Fields include: "Have you undertaken a pre-application consultation for Multifamily Super NOFA?" (Yes/No dropdown), "Please provide the name(s) of the HCD representative(s) who assisted you" (Text field with "Snap User"), "Multifamily Housing Program (MHP)?" (Yes/No dropdown), "Project name" (Text field with "Project ABC"), "Contact Email" (Text field with "snapuser@hcd.ca.gov"), "Project description" (Text field with "Project Description"), "Infill Infrastructure Grant (IIG) Program?" (No dropdown), "Veterans Housing and Homelessness Prevention (VHHP) Program?" (No dropdown), "Joe Serna, Jr. Farmworker Housing Grant (FWHG) Program?" (Yes dropdown), "Project street address" (Text field with "2020 W El Camino, Sacramento CA 95833"), "Project city" (Text field with "Sacramento"), "Project zip" (Text field with "95833"), and "Project county" (Text field with "Sacramento"). At the bottom of the form, there is a "Save" button (highlighted with a red box) and a "Save (Ctrl + s)" button.



# Attachments Section

- Clicking on Attachments provides all the sections that contain the file names that may or may not be required depending on the Excel Application Checklist.
- In each section there is an  which will provide the file names by clicking on it.
- The sections that have a red asterisk are required, however all file names listed do not have to be attached, only those you are required to submit (from the checklist on the Excel Application) need to be attached.

The screenshot shows the "Super NOFA Application Portal" interface. At the top, there's a header for the "California Department of Housing and Community Development" with navigation links for "Knowledge", "Requests", "Saved Request", and a user profile "su SNAP User". Below the header, the main content area is titled "Super NOFA Application Portal". It displays application details: "Project Name: Project ABC", "Number: SNAP0000197", and "Requested By: SNAP User". There are "Save" and "Cancel Application" buttons. Below this, there are three tabs: "Submission Details", "Attachments" (which is highlighted with a red box), and "Activity". Under the "Attachments" tab, there's a search bar and a grid of six attachment sections. Each section has a title, an information icon, and a "Drop files here" prompt. The sections are: "Main Application and Checklist" (with a red asterisk), "Project Overview", "Sponsor/Applicant 1 Organizational Documents", "Sponsor/Applicant 2 Organizational Documents", "Sponsor/Applicant 3 Organizational Documents", and "Joint Venture 1 Organizational Documents".



# Attachments – Information Icon

- Clicking on the **i** will provide the file names for each section (this is in accordance with the Excel Application Checklist).
- Tool tip, if the **i** is too small to see, use your ctrl button and the scroll bar on your mouse to enlarge the screen to see the **i** better.

A screenshot of the "Super NOFA Application Portal" interface. The top navigation bar includes the California Department of Housing and Community Development logo, the text "California Department of Housing and Community Development", and links for "Knowledge", "Requests", "Saved Request", and a user profile "SU SNAP User". The main content area is titled "Super NOFA Application" and shows "Project Name: Project ABC". A modal window titled "Main Application and Checklist" is open, displaying a list of sections: "01 Document Checklist", "02 Application", and "03 App Sub Notification". A "Close modal" button is in the top right of the modal. Below the modal, there are tabs for "Submission Details", "Attachments" (which is selected), and "Activity". Under the "Attachments" tab, there is a search bar and six attachment boxes. Each box has a title, an information icon (i), and a "Drop files here" prompt. The attachments are: "Main Application and Checklist" (with a red asterisk), "Project Overview", "Sponsor/Applicant 1 Organizational Documents", "Sponsor/Applicant 2 Organizational Documents", "Sponsor/Applicant 3 Organizational Documents", and "Joint Venture 1 Organizational Documents".





# Attachments Search Feature

- In the Attachments section there is a search feature where you can search for a specific file name or section. Once you start typing the information the section will appear.
- To validate you are in right section you can click on the **i** to confirm the file name.
- An example in this screen shot shows a search for 02 A, which displays the Main Application Checklist section and contains the file name with 02 Application.

The screenshot shows the "Super NOFA Application Portal" interface. At the top is a blue header with the California Department of Housing and Community Development logo and name, and navigation links for "Knowledge", "Requests", "Saved Request", and a user profile icon labeled "SU". Below the header is a white box titled "Super NOFA Application Portal" containing a table with three columns: "Project Name", "Number", and "Requested By". The table has one row with the values "Project ABC", "SNAP0000197", and "SNAP User". To the right of the table are "Save" and "Cancel Application" buttons. Below this box are three tabs: "Submission Details", "Attachments" (which is underlined), and "Activity". In the "Attachments" tab, there is a search input field containing "02 A" which is highlighted with a red border. Below the search field is a section titled "Main Application and Checklist" with an information icon and a red star. It contains a "Drop files here" area with a paperclip icon.



# Attachment List

- In this screen shot, the first six sections are displaying. The Main Application and Checklist is required, all other sections are optional.
- Please note since the Main Application and Checklist section is required, all file names listed do not have to be attached, only those you are required to submit (from the checklist on the Excel Application) need to be attached.

The screenshot shows the "Super NOFA Application Portal" interface. At the top is a dark blue header with the California Department of Housing and Community Development logo on the left and navigation links for "Knowledge", "Requests", "Saved Request", and a user profile "SU SNAP User" on the right. Below the header is a white box containing application details: "Project Name" (Project ABC), "Number" (SNAP0000197), and "Requested By" (SNAP User). There are "Save" and "Cancel Application" buttons. Below this is a tabbed interface with three tabs: "Submission Details", "Attachments" (which is selected), and "Activity". Under the "Attachments" tab, there is a search bar and six attachment slots. Each slot has a title, a red asterisk icon indicating a required attachment, and a "Drop files here" prompt. The attachments are: "Main Application and Checklist", "Project Overview", "Sponsor/Applicant 1 Organizational Documents", "Sponsor/Applicant 2 Organizational Documents", "Sponsor/Applicant 3 Organizational Documents", and "Joint Venture 1 Organizational Documents".



# Attachment List Continued

- In this screen shot, the next twelve sections are displaying. All sections are optional.

A screenshot of the Super NOFA Application Portal interface. The top navigation bar is dark blue with the California Department of Housing and Community Development logo on the left and links for Knowledge, Requests, Saved Request, and a user profile (SU SNAP U) on the right. The main content area displays a grid of 12 optional attachment sections, each with a title, a help icon, a paperclip icon, and a "Drop files here" prompt. The sections are arranged in four rows of three.

<b>Joint Venture 2 Organizational Documents</b> ⓘ ⓘ Drop files here	<b>Borrower Organizational Documents</b> ⓘ ⓘ Drop files here	<b>Managing General Partner</b> ⓘ ⓘ Drop files here
<b>Administrative General Partner #1</b> ⓘ ⓘ Drop files here	<b>Administrative General Partner #2</b> ⓘ ⓘ Drop files here	<b>Manager of LLC</b> ⓘ ⓘ Drop files here
<b>Site Control</b> ⓘ ⓘ Drop files here	<b>Source for Utility Allowances</b> ⓘ ⓘ Drop files here	<b>Relocation Requirements</b> ⓘ ⓘ Drop files here
<b>Environmental Requirements &amp; Reports</b> ⓘ ⓘ Drop files here	<b>Article XXXIV</b> ⓘ ⓘ Drop files here	<b>Nondiscrimination and Fair Housing Requirements</b> ⓘ ⓘ Drop files here



# Attachment List Continued



- In this screen shot, the last nine sections are displaying. The Required Additional Reports section is required, all other sections are optional.
- Please note since the Required Additional Reports section is required, all file names listed do not have to be attached, only those you are required to submit (from the checklist on the Excel Application) need to be attached.

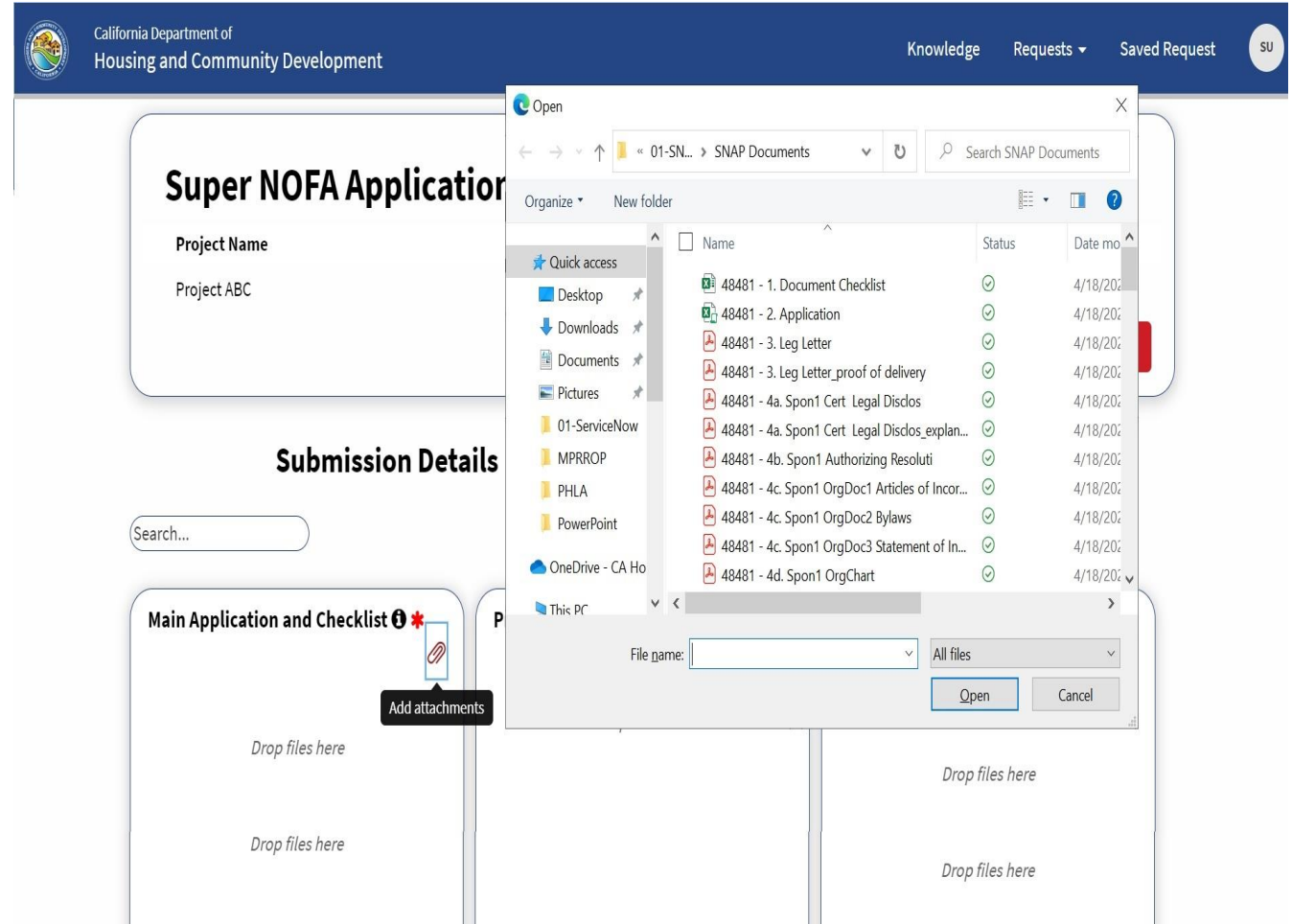
The screenshot displays the California Department of Housing and Community Development's Super NOFA Application Portal. The header includes the department's name and navigation links for Knowledge, Requests, Saved Request, and user profile (SU). The main content area shows a grid of nine attachment sections, each with a title, a help icon, and a 'Drop files here' prompt. The 'Required Additional Reports' section is highlighted with a red star icon, signifying it is a mandatory attachment.

Scoring ⓘ	Operating Budget ⓘ	VHHP Threshold Requirements ⓘ
IIG Threshold Requirements ⓘ	MHP - Supportive Services Plan ⓘ	VHHP - Supportive Services Plan ⓘ
Supportive Housing Exp ⓘ	Sponsor Certification ⓘ	Required Additional Reports ⓘ*



# Attaching a Document(s)

- When attaching/uploading a file you must click on the paper clip icon  in the section you are uploading your document(s). When you click on the  your files should display.
- You have the option to double click on the file or drag and drop.
- You can add one or more documents at one time.



California Department of Housing and Community Development

Knowledge Requests Saved Request SU


## Super NOFA Application

Project Name  
Project ABC

### Submission Details

Search...

#### Main Application and Checklist

 Add attachments

Drop files here

Drop files here

Drop files here

Drop files here

Drop files here

Open



File name: All files

Open Cancel

Name	Status	Date modified
48481 - 1. Document Checklist	✓	4/18/2023
48481 - 2. Application	✓	4/18/2023
48481 - 3. Leg Letter	✓	4/18/2023
48481 - 3. Leg Letter_proof of delivery	✓	4/18/2023
48481 - 4a. Spon1 Cert Legal Discos	✓	4/18/2023
48481 - 4a. Spon1 Cert Legal Discos_explan...	✓	4/18/2023
48481 - 4b. Spon1 Authorizing Resoluti	✓	4/18/2023
48481 - 4c. Spon1 OrgDoc1 Articles of Inco...	✓	4/18/2023
48481 - 4c. Spon1 OrgDoc2 Bylaws	✓	4/18/2023
48481 - 4c. Spon1 OrgDoc3 Statement of In...	✓	4/18/2023
48481 - 4d. Spon1 OrgChart	✓	4/18/2023



# Uploaded Documents

- After you add your document(s), the file name displays as a link. Clicking the link downloads the file.
- The pencil icon  allows you to edit the file name.
- The  icon allows you to delete the file.
- You will only have these options while the application is in draft mode.
- You can save your documents as you go and come back later to add more.



The screenshot displays the 'Attachments' tab of the Super NOFA Application Portal. The header bar includes the California Department of Housing and Community Development logo, the department name, and navigation links for Knowledge, Requests, and Saved Request, along with a user profile icon labeled 'SU'. Below the header, the 'Attachments' tab is selected, showing a search bar and three document panels. The 'Main Application and Checklist' panel contains two files: '48481 - 1. Document Checklist.xlsx (97.4 KB)' and '48481 - 2. Application.xlsm (1.1 MB)', both uploaded 5m ago. A red box highlights the edit (pencil) and delete (X) icons for these files. The 'Project Overview' panel is empty with a 'Drop files here' prompt. The 'Sponsor/Applicant 1 Organizational Documents' panel contains two files: '48481 - 4a. Spon1 Cert Legal Disclos\_explanation .pdf (85.9 KB)' and '48481 - 4a. Spon1 Cert Legal Disclos.pdf (264.4 KB)', both uploaded 4m ago. Edit and delete icons are visible for these files as well.





# Submit Application Button


- After you have completed uploading all your documentation including the sections that are required a new Submit Application button displays.
- Please note the Submit Application button will display when the required sections have documents attached. If you do not attach any documentation within the required sections, the Submit Application button will not display.

The screenshot displays the 'Super NOFA Application Portal' interface. At the top, a dark blue header bar contains the California Department of Housing and Community Development logo, the department name, and navigation links for 'Knowledge', 'Requests' (with a dropdown arrow), 'Saved Request', and a user profile icon labeled 'SU'. Below the header, the main content area is titled 'Super NOFA Application Portal'. It features a table with three columns: 'Project Name', 'Number', and 'Requested By'. The first row shows 'Project ABC', 'SNAP0000197', and 'SNAP User'. To the right of the table are three buttons: 'Save', 'Submit Application' (highlighted with a red border), and 'Cancel Application'. Below the table, there are three tabs: 'Submission Details', 'Attachments' (which is selected and underlined), and 'Activity'. Under the 'Attachments' tab, there is a search bar and three document upload sections. The first section, 'Main Application and Checklist', shows an attached file '48481 - 1. Document Checklist.xlsx (97.4 KB)' uploaded '11m ago'. The second section, 'Project Overview', has a 'Drop files here' prompt. The third section, 'Sponsor/Applicant 1 Organizational Documents', shows an attached file '48481 - 4a. Spon1 Cert Legal Disclos\_explanation .pdf (85.9 KB)'.



# Application Submittal

- After you click on the Submit Application button the Attachment section no longer gives you the ability to edit or remove a document. And the Save and Submit Application button no longer displays.
- The Submitted On field will update to the day you completed the Application.

 California Department of  
Housing and Community Development

Knowledge Requests ▾ Saved Request SU

## Super NOFA Application Portal

Project Name	Number	Submitted On	Requested By
Project ABC	SNAP0000197	May 13, 2022	SNAP User

Add More Attachments Cancel Application

Submission Details

Attachments

Activity

Search...

**Main Application and Checklist ⓘ \***

48481 - 1. Document Checklist.xlsx (97.4 KB)  
31m ago

48481 - 2. Application.xlsm (1.1 MB)  
31m ago

**Project Overview ⓘ**

There are no attachments

**Sponsor/Applicant 1 Organizational Documents ⓘ**

48481 - 4a. Spon1 Cert Legal  
Disclos\_explanation .pdf (85.9 KB)  
30m ago

48481 - 4a. Spon1 Cert Legal Disclos.pdf  
(264.4 KB)



# Application Submittal

- The Submission Details screen is a view only after the Submit Application button is clicked.

California Department of Housing and Community Development

Knowledge Requests Saved Request SU

### Submission Details Attachments Activity

SNAP0000197

#### Super NOFA Application Portal

\* Have you undertaken a pre-application consultation for Multifamily Super NOFA?

Yes

\* Please provide the name(s) of the HCD representative(s) who assisted you

Snap User

\* Multifamily Housing Program (MHP)?

Yes

\* Infill Infrastructure Grant (IIG) Program?

No

\* Veterans Housing and Homelessness Prevention (VHHP) Program?

No

\* Joe Serna, Jr. Farmworker Housing Grant (FWHG) Program?

Yes

#### Program Details

\* Project name

Project ABC

\* Contact Email

snapuser@hcd.ca.gov

\* Project description

Project Description

\* Project street address

2020 W El Camino, Sacramento CA 95833

\* Project city

Sacramento

\* Project zip

95833

Project county

Sacramento

Add More Attachments

Save (Ctrl + s)



# Application Submittal Email Confirmation

- You will receive a confirmation email with day and time of when you submitted your application, with additional information.
- If you don't receive the confirmation email in your inbox, please make sure to check your spam/junk folders.

HCD – Multifamily Super NOFA application confirmation Project ABC - SNAP0000197



HCD Services and Funding Portal Development <calhcddev@service-now.com>

To

Reply Reply All Forward

Fri 5/13/2022 2:34 F



Multifamily Super NOFA Online Application

Hello SNAP User,

Thank you for your interest in the Multifamily Super NOFA. Your application and documentation for Multifamily Super NOFA have been submitted successfully.

Project Name: Project ABC

Project Address: 2020 W El Camino, Sacramento CA 95833, Sacramento 95833

Application Number: SNAP-2022-SNAP0000197

Application Date / Time: 05/13/2022 14:32:55

Please keep your Application Number in the event that you would like a status on your application. If you have any questions, please submit them to: [supernofoa@hcd.ca.gov](mailto:supernofoa@hcd.ca.gov)

#### Uploaded Documents:

##### Main Application and Checklist:

48481 - 1. Document Checklist.xlsx

48481 - 2. Application.xlsm

##### Sponsor/Applicant 1 Organizational Documents:

48481 - 4a. Spon1 Cert Legal Disclos.pdf

48481 - 4a. Spon1 Cert Legal Disclos\_explanation .pdf

##### Required Additional Reports:

48481 - 60. Amenities Scaled Distance Transit Map.pdf

48481 - 61. Amenities List.pdf

48481 - 61. Amenities Transit Stops.pdf



# Activity Screen

- Clicking on the Activity section after you Submit your application will provide the history of when the documents were uploaded and the date the application was created.
- This screen shot shows the first three transactions (please read from bottom up).

The screenshot shows the "Activity Screen" of the Super NOFA Application Portal. The header is dark blue with the California Department of Housing and Community Development logo on the left, the text "California Department of Housing and Community Development" in the center, and navigation links "Knowledge", "Requests", and "Saved Request" on the right. A user profile icon labeled "SU" is in the top right corner. The main content area displays a vertical timeline of three transactions, each in a white box with a grey border. The transactions are listed from bottom to top:

- Transaction 1 (Bottom):** User "SNAP User" (SU) at 2022-05-13 10:31:53. The activity is "SNAP0000197 Created".
- Transaction 2 (Middle):** User "SNAP User" (SU) at 2022-05-13 14:32:54. The activity is "48481 - 60. Amenities Scaled Distance Transit Map.pdf" (12.4 MB).
- Transaction 3 (Top):** User "SNAP User" (SU) at 2022-05-13 14:32:54. The activity is "48481 - 1. Document Checklist.xlsx" (97.4 KB).

A green circle labeled "Start" is at the bottom of the timeline.



# Activity Screen Continued

- This screen shot shows the next three transactions from the Activity Screen (please read from bottom up).

The screenshot shows the "Activity Screen" of the Super NOFA Application Portal. At the top is a dark blue header with the California Department of Housing and Community Development logo on the left, the text "California Department of Housing and Community Development" in the center, and navigation links "Knowledge", "Requests" (with a dropdown arrow), and "Saved Request" on the right. Below the header is a vertical timeline of three transactions, each in a light gray box. Each transaction is preceded by a gray circle containing the letters "SU".


- Transaction 1 (top):** SNAP User, 2022-05-13 14:32:55, 48481 - 61. Amenities List.pdf, 159.3 KB.
- Transaction 2 (middle):** SNAP User, 2022-05-13 14:32:55, Additional comments, Application submitted.
- Transaction 3 (bottom):** SNAP User, 2022-05-13 14:32:54, 48481 - 2. Application.xlsm, 1.1 MB.





# Activity Screen Continued

- This screen shot shows the last three transactions in the Activity Screen (please read from bottom up).

California Department of  
Housing and Community Development

KnowledgeRequests ▼Saved RequestSU

Submission DetailsAttachmentsActivity

SNAP Application for Project ABC

SU

SNAP User  
2022-05-13 14:32:55  
**48481 - 61. Amenities Transit Stops.pdf**  
451.7 KB

SU

SNAP User  
2022-05-13 14:32:55  
**48481 - 4a. Spon1 Cert Legal Disclos\_explanation .pdf**  
85.9 KB

SU

SNAP User  
2022-05-13 14:32:55  
**48481 - 4a. Spon1 Cert Legal Disclos.pdf**  
264.4 KB



# Requests – HCD Applications

- To view the Submitted Application, click on the Requests section and select the HCD Applications value.

The screenshot shows the "Super NOFA Application Portal" interface. At the top is a dark blue header with the "California Department of Housing and Community Development" logo and name on the left, and navigation links "Knowledge", "Requests", "Saved Request", and a user profile "SU SNAP User" on the right. A dropdown menu is open under "Requests", showing "New Request" and "HCD Applications" (which is highlighted with a red box). Below the header is a form area with the title "Super NOFA Application Portal". It contains three fields: "Project Name" (Project ABC), "Number" (SNAP0000197), and "Requested By" (SNAP User). There are "Save" and "Cancel Application" buttons. Below this is a tabbed interface with three tabs: "Submission Details", "Attachments" (which is selected), and "Activity". Under the "Attachments" tab, there is a search bar and six document upload boxes. The first box is "Main Application and Checklist" with a red star icon. The others are "Project Overview", "Sponsor/Applicant 1 Organizational Documents", "Sponsor/Applicant 2 Organizational Documents", "Sponsor/Applicant 3 Organizational Documents", and "Joint Venture 1 Organizational Documents". Each box has a "Drop files here" instruction and a paperclip icon for uploading.



# HCD Applications

- After clicking on the HCD Applications value, you will be able to view your application which shows the status updated to Submitted and the Updated field displays the day and time you submitted your application.
- You can always go back to your application to continue by clicking on the Number.

A screenshot of the California Department of Housing and Community Development's application portal. The top navigation bar is dark blue with the department's name and links for Knowledge, Requests, Saved Request, and a user profile icon labeled "SU SNAP User". Below the navigation bar, the breadcrumb trail shows "Home > HCD Requests". A search bar is located on the right. The main content area has a light blue background. A "Cases" section is highlighted with a red border. It contains a "Keyword Search" bar and a table of application cases. The table has columns for Number, Project name, Opened by, Status, and Updated. One case is listed: "SNAP0000197", "Project ABC", "SNAP User", "Submitted", and "2022-05-13 14:32:55".

California Department of  
Housing and Community Development

Knowledge Requests Saved Request SU SNAP User

Home > HCD Requests

Search

Cases

Keyword Search


All > Task type in (Super NOFA Application Portal, Portfolio Reinvestment Program) > Status in (New, Cancelled, Open) > Opened by = SNAP User

Number	Project name	Opened by	Status	Updated
SNAP0000197	Project ABC	SNAP User	Submitted	2022-05-13 14:32:55



# Adding Attachments After Application is Submitted

- Documents can be added to a submitted application up until 4:00 p.m. Pacific Daylight Time on June 28, 2022.
- In order to add an additional document(s) click on the Add More Attachments button, which will allow you to upload the document(s).
- Please note once you click on the Add More Attachments button, you will have the same abilities you had when your application was in draft status for the Attachment section.
- When you Submit the Application at this point, you will get a new Confirmation email with the new Date and Time.

 California Department of  
Housing and Community Development

Knowledge Requests Saved Request SU

### Super NOFA Application Portal

Project Name	Number	Submitted On	Requested By
Project ABC	SNAP0000197	May 13, 2022	SNAP User

Add More AttachmentsCancel Application

Submission Details

Attachments

Activity

Search...

**Main Application and Checklist ⓘ \***

48481 - 1. Document Checklist.xlsx (97.4 KB)  
31m ago

48481 - 2. Application.xlsm (1.1 MB)  
31m ago

**Project Overview ⓘ**

There are no attachments

**Sponsor/Applicant 1 Organizational Documents ⓘ**

48481 - 4a. Spon1 Cert Legal  
Disclos\_explanation .pdf (85.9 KB)  
30m ago

48481 - 4a. Spon1 Cert Legal Disclos.pdf  
(264.4 KB)



# Application Submittal Information

- Applications and supporting documentation must be uploaded and submitted
  - No later than 4:00 p.m. Pacific Daylight Time on Tuesday, June 28, 2022
  - Electronic application submittal through the SuperNOFA Application Portal (SNAP)



# Application Submittal Information

- Application submission
  - No late applications accepted
- Applications with substantial inconsistencies may result in disqualification
- Applications must meet all eligibility requirements upon submission